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Central Intelligence Agency

Washington, D.C. 20505

1 February 2013

Mr. Andrew McQuality (b)(6)
(b)(6)

Reference: F-2013-00662

Dear Mr. McQuality:

This is a final response to your 13 January 2013 Freedom of Information Act (FOIA) request to the Deputy Director, Michael J. Morell, which was forwarded on 28 January 2013 to the Office of the Information and Privacy Coordinator for response to you. Specifically, you have requested a copy of an employee training manual.

The FOIA requires requesters to "reasonably describe" the information they seek so that professional employees familiar with the subject matter can locate responsive information with a reasonable amount of effort. Because of the lack of specificity of your request, and the way in which our records systems are configured, the Agency cannot conduct a reasonable search for information responsive to your request. We encourage you to refine the scope of your request (such as including a time frame for, and narrower, more specific descriptions of, the information you seek) to enable us to conduct a reasonable search for responsive information. Therefore we must decline to process this request.

Sincerely,

Michele Meeks
Information and Privacy Coordinator

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IMS/IRRG/PIPD [redacted] 29 January 2013 (b)(3) (b)(6)

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